

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Justice Court Accounting Specialist	<u>Revision Date:</u>	06/14
		<u>EEO Category:</u>	Admin. Support
		<u>Status:</u>	Non-exempt
		<u>Control No:</u>	30255

II. Summary Statement of Overall Purpose/Goal of Position:

Performs a variety of routine to complex administrative and accounting duties as needed to maintain comprehensive records, reports, accounts, or files related to activities of the Sandy City Justice Court. This position is under the direct supervision of the Justice Court Administrator.

III. Essential Duties:

- Perform accounting functions ranging from balancing daily work to processing complex financial transactions.
- Assist Justice Court Clerks with transaction processing, reversals, cash counts, balancing and credit card settlements.
- Audit Justice Court financial transactions to ensure accuracy and compliance.
- Perform daily balancing of Justice Court transactions.
- Perform monthly balancing of Justice Court transactions.
- Audit various reports, files and transactions for accuracy; perform necessary corrections and adjustments.
- Set up accounts receivable for payments, wire transfers, and transfers of bail.
- Maintain and process unclaimed property.
- Review cases for refund eligibility; issue checks and process returned checks.
- Research claims of missing / misapplied / unauthorized payments, prepare appropriate documentation, and make necessary corrections.
- Review files and perform accounting corrections / adjustments to close cases.
- Maintain financial records of the court for audit review.
- Develop and maintain a cashier training curriculum which conforms to appropriate state, city and court policies and standards.
- Ensure cashier training conforms to the approved curriculum.
- Certify clerks as cashier qualified when they complete training and meet appropriate state, city and court policies and standards.
- Monitor cashier performance for conformance with accounting related policies and standards.
- Recommend appropriate action when standards are not met.

IV. Marginal Duties:

- Perform daily functions of a Justice Court Clerk, as needed.
- Perform case management duties, as needed.
- Send documents for shredding.
- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent required; accounting or bookkeeping training preferred.

Experience: Four years of general court, accounting or legal experience required. Two of the years must have been as a justice or district court clerk.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Office management systems; filing procedures; bookkeeping and accounting procedures; court policies and procedures; thorough understanding of legal terminology and court documents.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for proper documentation of citation, arraignments, and court proceedings.

Communication Skills: Must have exceptional interpersonal skills working with fellow co-workers in stressful conditions; glean relevant information and inform the public regarding Sandy City Justice Court procedures; contacts with citizens, requiring patience and tact; contacts with other departments, furnishing and obtaining information; contacts with other enforcement agencies; requires tact and judgment to deal with and influence people; constant contact with the public regarding citations they have received; verbal proficiency in Spanish ideal, but not required.

Tool, Machine, Equipment Operation: Ability to type 40 wpm; occasional use of a ten-key; constant use of personal computer using word processing and spreadsheet software, and regular use of a printer.

Analytical Ability: Ability to follow directions; prioritize tasks; work well under pressure and impending deadlines; work independently with a minimum of supervision.

VII. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls and may periodically bend, stoop or crouch. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; frequent pressure and fatigue exist in this position due to above average exposure to deadlines and contact with the public. Work assignments are broad and performed with minimal supervision or checking; work is referred to supervisor only when policy questions arise. Great responsibility for confidentiality of records and the care, condition and use of materials, equipment and money. Must present a professional demeanor and appearance consistent with a court and business environment.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____